

**WILLISTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 16 OF 2016**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WILLISTOWN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008.**

**WHEREAS**, A Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

**WHEREAS**, The Municipal Records Manual was approved by said committee on July 16, 2008, and

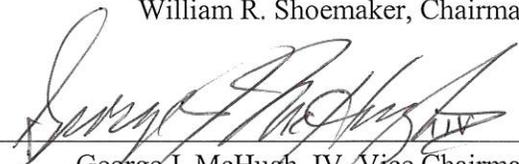
**WHEREAS**, Willistown Township desires to dispose of records according to statutory requirements;

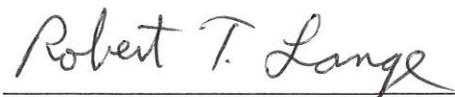
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 and as further detailed on the attached Exhibit "A" and Exhibit "B".

**RESOLVED** and **ADOPTED** this 9th day of May, 2016.

**BOARD OF SUPERVISORS  
WILLISTOWN TOWNSHIP**

\_\_\_\_\_  
William R. Shoemaker, Chairman

  
\_\_\_\_\_  
George J. McHugh, IV, Vice Chairman

  
\_\_\_\_\_  
Robert T. Lange, Supervisor

**ATTEST:**

  
\_\_\_\_\_  
David R. Burman, Secretary

**EXHIBIT A**  
**RECORDS TO BE DESTROYED**

2005 Accounting	2009 Accounts Payable
2005 Accounts Payable	2009 Building
	2009 Payroll
2006 Accounting	2009 Repair/Purchase Orders
2006 Bank Statements	2009 RTKL
2006 Sewer	2009 Sewer
	2009 Taxes
2007 Accounting	
2007 Accounts Payable	2010 Payroll
2007 Payroll	2010 RTKL
2007 Sewer	2010 Taxes
2007 Taxes	
	2011 Payroll
2008 Accounting	2011 RTKL
2008 Accounts Payable	2011 Sewer
2008 Payroll	2011 Taxes
2008 Repair/Purchase Orders	
2008 Sewer	2012 RTKL
2008 Taxes	2012 Taxes
2009 Accounting	Expired Contracts



*Willistown Township Police Department*

*Date:* May 3, 2016  
*To:* Dottie McClintock  
*From:* Diane Moore  
*Re:* RECORDS TO BE DESTROYED

**POLICE DEPARTMENT RECORDS TO BE DESTROYED - 2015**

Non-Traffic Citations prior to January 2011  
Traffic Citations prior to January 2011  
Willistown Township Daily Activity Logs prior to January 2013  
Willistown Township Incident Reports prior to January 2011  
Willistown Township Parking Violations prior to January 2012  
Willistown Township requests for removal of abandoned vehicles prior to January 2014  
Closed Crash Investigations prior to January 2011  
Recommendations for Special Driver's Examinations prior to January 2015  
Applications for Employment for unsuccessful candidates prior to 2015  
Resumes for unsuccessful candidates prior to 2015  
Employment Interview Letters for unsuccessful candidates prior to 2015  
Paperwork Dealing with Hiring process for unsuccessful candidates prior to 2015